

How to Reorder Announcements

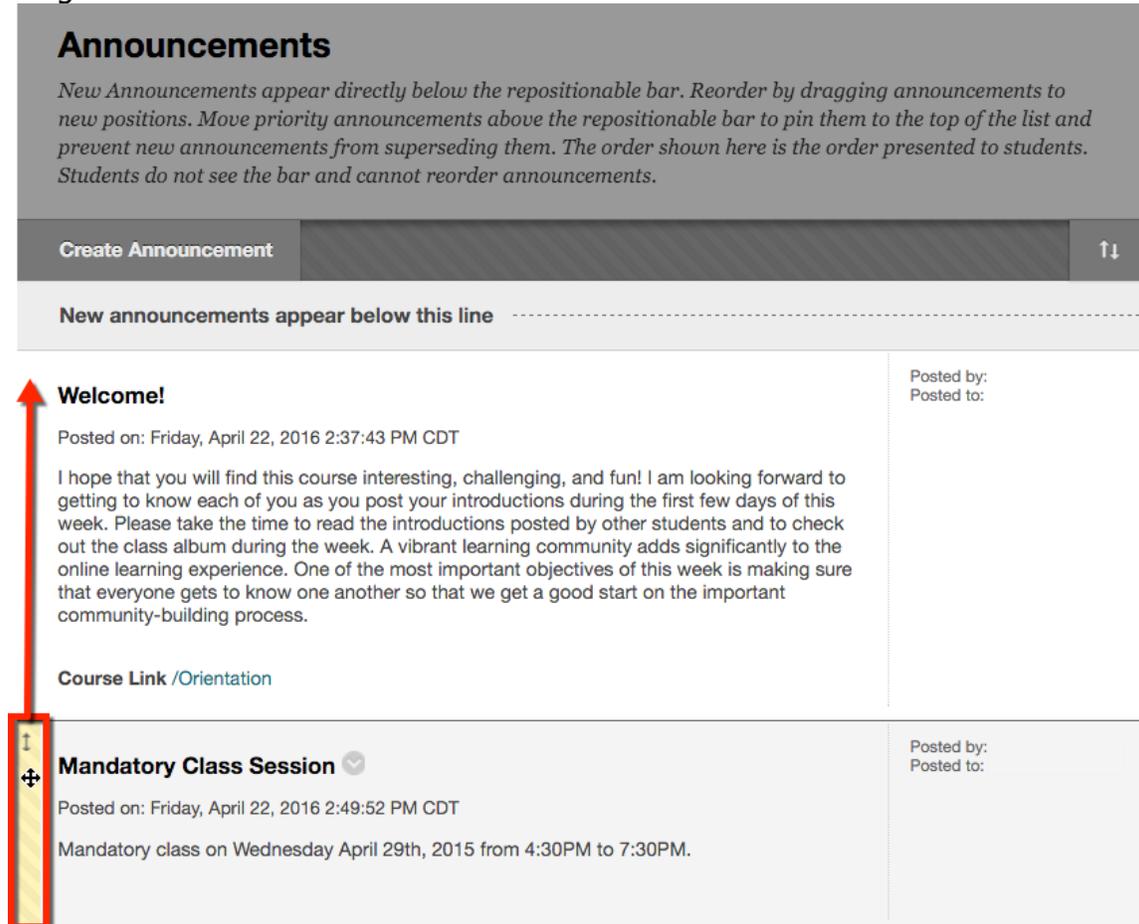
Once you are inside of a course, click on the Announcements link to take you the announcements home page.



Announcements

Click and Drag:

Once you are on the Announcements page, hover your mouse over the announcement you wish to move and drag to the new location.



Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement ↑↓

New announcements appear below this line -----

Welcome! Posted by: Posted to:

Posted on: Friday, April 22, 2016 2:37:43 PM CDT

I hope that you will find this course interesting, challenging, and fun! I am looking forward to getting to know each of you as you post your introductions during the first few days of this week. Please take the time to read the introductions posted by other students and to check out the class album during the week. A vibrant learning community adds significantly to the online learning experience. One of the most important objectives of this week is making sure that everyone gets to know one another so that we get a good start on the important community-building process.

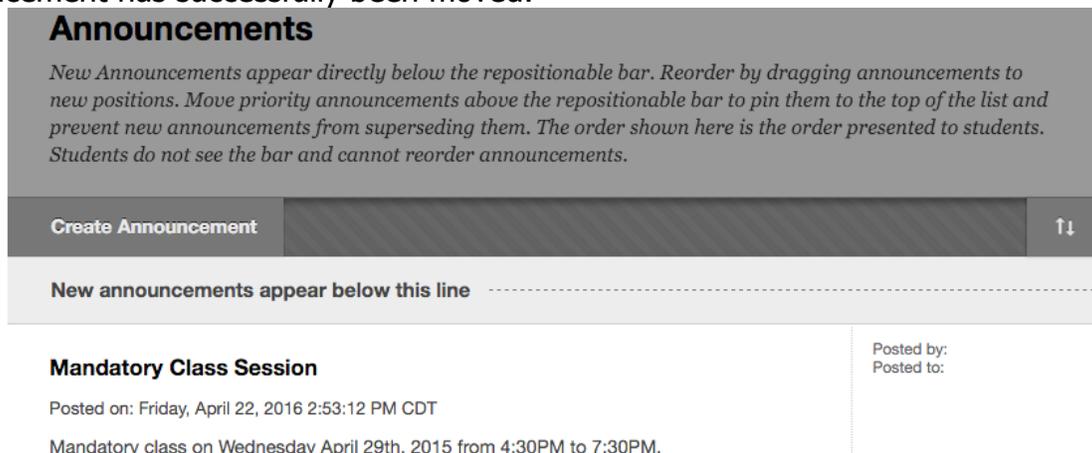
[Course Link /Orientation](#)

↑
+ **Mandatory Class Session** Posted by: Posted to:

Posted on: Friday, April 22, 2016 2:49:52 PM CDT

Mandatory class on Wednesday April 29th, 2015 from 4:30PM to 7:30PM.

The announcement has successfully been moved.



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Mandatory Class Session Posted by: Posted to:

Posted on: Friday, April 22, 2016 2:53:12 PM CDT

Mandatory class on Wednesday April 29th, 2015 from 4:30PM to 7:30PM.

Blackboard Questions? Contact the *Center for Online Teaching and Learning*
Email: blackboard@govst.edu Phone: (708) 534-4115

Keyboard Accessible Reordering:

1. **Reordering button:** Click the button to open the drop down menu.
2. **Select Announcement:** Select the title of the announcement to move to the new location
3. **Navigation arrows:** Select either navigation arrow to move the announcement up or down
4. **Submit:** Once the changes have been made, click Submit.

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